

AIRCRAFT EMERGENCIES

Warning of a falling or fallen aircraft is usually by sight, sound, or fire.

If an aircraft falls near the school, take the following actions:

- Keep students and staff at a safe distance from the aircraft due to the possibility of explosives. If outside, take students as far from the crash scene as possible.
- Call 911.
- Follow EVACUATION procedures if building is involved.
- DCPS: Call the Chancellor's Office.
Charter Schools: Call the Public Charter School Board.

AIRCRAFT EMERGENCIES

WORKPLACE VIOLENCE

TELEPHONE THREATS

- Dial *57 so that Police may later trace the call.
- Call 911.
- DCPS: Call the Chancellor's Office.
Charter Schools: Call the Public Charter School Board.
- Call Security.
- Cooperate with Police investigation.

PHYSICAL THREATS

- Call 911.
- Call Security.
- Activate appropriate UNIVERSAL EMERGENCY RESPONSE PROCEDURES.
- Cooperate with Police investigation and protect crime scene evidence.
- Provide notification to parents and/or guardians in cooperation with the appropriate offices.
- Debrief staff and provide access to support - contact Crisis Team.
- Arrange for site security.

WORKPLACE VIOLENCE

CHILD MISSING/ABDUCTED

- Call 911 – be prepared to provide a description of the child/abductor including a description of the child's/abductor's clothing.
- DCPS: Call the Chancellor's Office.
Charter Schools: Call the Public Charter School Board.
- Call Security.
- Initiate LOCKDOWN procedures.
- Notify teachers and direct them to take attendance and sweep school grounds as appropriate.
- Cooperate with Police investigation.
- Administrator notifies:
 - Child's parent(s) and/or guardian(s);
 - Communications; and
 - Crisis Team.
- Consult with Crisis Team for follow-up plan.
 - Develop plan for working with parents and/or guardians concerned about the welfare of their children.
- Send a letter to parents at the end of the school day informing them of the incident (consult appropriate agencies and offices for wording).

CHILD MISSING/ABDUCTED

DEATH ON SCHOOL SITE OR IN SCHOOL COMMUNITY

STAFF RESPONSIBILITIES

- Call 911.
- Identify the problem and the location. Secure and isolate area.
- Notify the Administrator.
- If possible, calmly remove the students from the area.
- Discourage discussion.
- Wait for the Police and/or EMS to arrive.
- Identify students in need of immediate support.

ADMINISTRATOR RESPONSIBILITIES

- Call 911, if this has not been done.
- Identify the problem and the location. Secure and isolate area.
- DCPS: Call the Chancellor's Office.
Charter Schools: Call the Public Charter School Board.
- Assist the Police in locating and identifying possible suspect(s)/victim(s).
- Assess whether the suspect(s) can be safely isolated/detained.
- Secure emergency information on the suspect(s) and victim(s), if possible.
- Provide the Police and/or EMS with emergency information.
- Contact Crisis Team.

DEATH ON SCHOOL SITE OR IN SCHOOL COMMUNITY

HAZARDOUS MATERIAL SPILLS OR RELEASES

IF SPILL IS OUTSIDE:

- Building Administrator calls 911, if necessary.
- Follow direction of Police or Fire Department to either evacuate or shelter in place depending on the circumstances.
- DCPS: Call the Chancellor's Office.
Charter Schools: Call the Public Charter School Board.
- Follow appropriate UNIVERSAL EMERGENCY RESPONSE PROCEDURES.
- Record the names and personal information of any persons exposed to the spill.
- Refer to school nurse for immediate first aid if needed.

IF SPILL IS INSIDE:

- Isolate the immediate area of the spill or release.
- Contact Administrator.
- Record the names and personal information of any persons exposed to the spill.
- Refer to school nurse for immediate first aid if needed.
- Do not operate any electrical equipment.
- Do not attempt to clean up spill unless trained to do so.
- Building Administrator calls 911 and evacuates, if necessary.
- DCPS: Call the Chancellor's Office.
Charter Schools: Call the Public Charter School Board.
- Building Administrator calls Safety Unit.
- Use Material Safety Data Sheets (MSDS).

If notification of a Hazardous Material Incident is received from Local Emergency Personnel, follow procedures outlined by that Agency.

HAZARDOUS MATERIAL SPILLS OR RELEASES

LOCKDOWN & SHELTER IN PLACE

For use to protect building occupants from potential dangers in the building or outside.

LOCKDOWN

When the announcement is made:

- Students are to be cleared from the halls immediately and report to nearest available classroom.
- Assist those needing special assistance.
- All windows and doors should be closed and locked, and no one should leave for any reason.

Display Emergency Procedures Guide cover in door window to indicate the following:

- **Red Side Out** – Need Assistance/Help.
- **Green Side Out** – No Assistance Needed/All Clear.

- Cover all room and door windows, if possible.
- Stay away from all doors and windows; move students to interior walls and sit on floor.
- Shut off lights.
- BE QUIET!
- Wait for further instructions.
- Document attendance.

SHELTER IN PLACE

(For use in external gas or chemical release)

When the announcement is made follow the LOCKDOWN Procedure with the additions below:

- Close and tape all windows and doors, and seal the gap between the bottom of the door and floor using coats, blankets, or rugs.
- Turn off heating, ventilation, and air conditioning systems.

LOCKDOWN & SHELTER IN PLACE

ARMED SUBJECT

Follow these procedures within building whenever a person:

- Has a weapon;
- Is firing a weapon;
- Says they have a weapon; or
- Is holding another person against their will.

***Only First Responders
have the authority
to declare “all clear”.***

Initiate LOCKDOWN procedure immediately.

- Call 911.
- Relay accurate information.
 - Where in the building is the event occurring?
 - How many are involved (perpetrators and hostages)?
 - What demands, if any, have been made?
 - Is anyone injured?
- Escort any students in hallways to a safe location.
- Provide the appropriate assistance.
- DCPS: Call the Chancellor’s Office.
Charter Schools: Call the Public Charter School Board.
- Call Security.
- Coordinate with the Police and EMS personnel.

ARMED SUBJECT

BOMB THREAT

DO NOT USE CELLULAR PHONES OR WALKIE-TALKIES.

Upon receipt of a bomb threat by phone:

- Use BOMB THREAT CHECKLIST and obtain as much information as possible from and about the caller.
- Listen carefully – DO NOT INTERRUPT!
- Try to take down the entire message.
- Try to keep the caller talking.
- After completing the call, hang up and immediately lift the receiver.
- Dial *57 (call trace). Report the trace to the Police.
- Notify the Administrator.

By e-mail or other form of communication:

- Preserve evidence (make a hard copy immediately, or if hand written, preserve in a plastic bag).
- Notify the Administrator.

*If the building is in lockdown,
evaluate the situation
and hold evacuation, if conditions dictate,
until emergency response personnel arrive
and secure the outside of the building.*

Administrator actions:

- Call 911.
- Evacuate the building immediately following EVACUATION procedures by calmly announcing over the intercom: **“There is a need to immediately evacuate the building.”**
- Call Security.
- DCPS: Call the Chancellor’s Office.
Charter Schools: Call the Public Charter School Board.

Do not touch or remove any suspicious object:

- Warn others to stay away from the suspicious object and maintain at least 500 ft. clearance area.
- DCPS: Call the Chancellor’s Office.
Charter Schools: Call the Public Charter School Board.
- Follow all Police directions after their arrival.
- Restrict personnel from the building until Police approve access.
- If necessary, follow emergency plan for student dismissal or evacuation to another site.
- Decisions on school closings will be made by the Chancellor’s Office for DCPS and administration for Charter Schools in consultation with the Police.

BOMB THREAT
CHECKLIST > > >

BOMB THREAT

BOMB THREAT
CHECKLIST ⇨

BOMB THREAT CHECKLIST

The following is a checklist to be utilized by an operator or person receiving a call that threatens the safety or security of the school.

Checklist: Complete all possible items during or immediately following the call.

- 1. Time Call Received: _____
- 2. Time Call Terminated: _____
- 3. Caller's Name & Address (if known) _____

- 4. Sex: ☐ Male ☐ Female
- 5. Age: ☐ Adult ☐ Child

6. Bomb Facts (Questions to Ask)

- a. When will it explode?
- b. Where is the bomb right now?
- c. What kind of bomb is it?
- d. What does it look like?
- e. Why did you place the bomb?

7. Voice Characteristics

- | | | | |
|---------------|-------------------------------------|------------------------------------|----------------------------------|
| Tone | <input type="checkbox"/> Loud | <input type="checkbox"/> Soft | <input type="checkbox"/> Fast |
| Speech | <input type="checkbox"/> High Pitch | <input type="checkbox"/> Distorted | <input type="checkbox"/> Slow |
| | <input type="checkbox"/> Low Pitch | <input type="checkbox"/> Cursing | <input type="checkbox"/> Slurred |
| | <input type="checkbox"/> Stutter | | |
- Language**
- ☐ Excellent
 - ☐ Good
 - ☐ Fair
 - ☐ Raspy
 - ☐ Nasal
 - ☐ Lisp
 - ☐ Disguised
 - ☐ Accent

8. Background Noise

- ☐ Music
- ☐ Voices
- ☐ Cellular Phone
- ☐ Quiet
- ☐ Typing
- ☐ Traffic
- ☐ Machines
- ☐ Other: _____

9. Person Receiving Call: _____

Phone Number Receiving Call: _____

Date: _____